



Checker/Cashier

Announcement # JB-11-009

Salary: \$8.25 - \$13.50 per hour Series/Grade: NF 2091 01

Naval District Washington - Fleet and Family Readiness Program

Department of the Navy Non-Appropriated Funds

LOCATION: Furnari Dining Hall - JBAB Bolling-Anacostia

OPENED: 20 January 2011

CLOSES: Open Continuous

AREA OF CONSIDERATION: ALL SOURCES

Flexible (0 – 40 hours per week) No Benefits Offered

TO APPLY: Download forms on <http://cnic.navy.mil/NDW/About/Jobs/>

Submit required forms OF-612 AND OF-306 to: Fleet and Family Readiness Program, Attn: HR Office, 12 Brookley Avenue, Suite 108, Washington, D.C. 20032. *A résumé may be included with the required forms, but NOT in place the OF-612 and OF-306.*

DUTIES AND RESPONSIBILITIES:

Checks patron credentials to ensure they are valid customers. Operates a cash register according to standard cash control procedures; is responsible for own cash fund, completes daily activity report and ensure deposit of daily cash receipts. Performs related duties including assisting in setting up of the food service line, replenishing beverage dispensers, making coffee, preparing salads, and dessert case, etc.. Bags or boxes items for take-out where applicable. Cleans daily assigned work area, observing all sanitary and safety regulations. May assist in taking inventory, restocking shelves and other duties as required by supervisor.

MINIMUM QUALIFICATIONS:

Previous experience as a cashier is desired. Incumbent must have a pleasing personality, poise, the ability to tactfully/adroitly meet, greet, and serve all customers and the ability to resolve embarrassing/upsetting situations. Must present a neat, clean and presentable appearance.

SPECIAL REQUIREMENTS:

Work is normally performed indoors under favorable conditions with adequate heat and light. Works on wet floors periodically and works in cold atmosphere in the winter and extremely warm atmosphere in the summer. The position involves standing for long periods of time. Lifting may be up to 25-30 pounds. Must be available to work day, evening and weekend shifts.

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Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application you will be disqualified.

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining of satisfactory employment reference checks.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

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